

*The Committee to Approve Schedules for the  
Retention and Disposition of Official State Records  
The “State Records Committee”  
Minutes for May 13, 2020*

**1: Call to Order, Welcome, Roll Call**

The meeting was called to order at 1:15 pm. The meeting was held through teleconference per Governor Sisolak’s issued [Declaration of Emergency Directive 006](#) regarding open meetings during the COVID-19 pandemic.

**Committee Members:**

**Kimberley Perondi**, for Barbara K. Cegavske, Secretary of State – Present

**Gerald Lindsay**, Governors Appointee – Present

**Harry B. Ward**, for Aaron Ford, Nevada Attorney General – Present

**Tammy Westergard**, Division Administrator, Nevada State Library, Archives and Public Records – Present

**Maureen Martinez**, for Laura Freed, Director for the Department of Administration – Excused

**Alisanne Maffei**, for David Haws, Administrator, Enterprise Information Technology Services – Present

**Staff:**

**Sara Martel**, State Records Manager, Nevada State Library, Archives and Public Records – Present

**Bobbie Church**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Heather Hahn**, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

**Lewis Martin**, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

**Guests Present:**

**Allondra Thibault**, Parole Board Records Supervisor, Department of Public Safety – Parole Board – Present

**Scott Anderson**, Secretary of State – Present

**Kathryn Etcheverria**, Former Governor’s Appointee – State Records Committee – Present

**2: Public Comment**

Comment may be limited to 5 minutes at the discretion of the Chair.

Kim Perodi thanked Kathryn Etcheverria for her service as a member of the Committee.

**3: Attachment A. Review and Approve the Minutes for February 12, 2020**

<b>Discussion and Vote:</b>
The Committee voted to table the February minutes until the next meeting. We did not have a quorum present at this meeting that was also present at the February meeting to vote to approve the minutes. It was discussed that Ian Carr would need to be present at the next meeting to approve the February minutes.

#### **4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules**

##### **1. State Board of Parole Commissioners**

###### **A. Title: *Parole Board – Lifetime Supervision Files***

**RDA: 2019008**

###### **Description:**

*These records document hearings to set and appeal conditions of lifetime supervision in accordance with NRS Chapter 213. The records may include but are not limited to: agendas, packets of supporting documentation for the Board members, Certificate of Board of Parole Commissioners Action forms, Parole Board Hearing Checklist, Parole Success Likelihood Factors forms, Board of Parole Commissioners Conditions Memo, Panel Recommendations, Appeal forms, Release of Lifetime Supervision Certificates, Court Ordered Removal of Lifetime Supervision, Amended Judgment of Conviction, Death Certificates, associated documentation, and related correspondence.*

###### **Authorized Retention:**

*Retain for eighty-five (85) calendar years from the end of the calendar year in which the parole enters the lifetime supervision.*

###### **Recommended Disposition:**

*Destroy Securely*

###### **NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

###### **Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

###### **Justification for New RDA 2019008:**

Currently, a records series does not exist for these records. The retention period covers the life span of the offender from the time that they enter lifetime supervision, not from birth. This is consistent with the retention period of other Public Safety retention schedules related to offender records (reference RDA 2012026: Sexual Offender Registry Records). A separate series is being created for records of parolees that are deceased or removed from supervision.

###### **B. Title: *Parole Board – Lifetime Supervision Files - (removed or deceased)***

**RDA: 2019009**

###### **Description:**

*These records document a parole that was removed from lifetime supervision by a court order to or death of the individual. The records may include but are not limited to: agendas, packets of supporting documentation for the Board members, Certificate of Board of Parole Commissioners Action forms, Parole Board Hearing Checklist, Parole Success Likelihood Factors forms, Board of Parole Commissioners memo, Panel Recommendations, Appeal forms, Release of Lifetime Supervision Certificates, Court Ordered Removal of Lifetime Supervision, Amended Judgment of Conviction, Death Certificates, associated documentation, and related correspondence.*

###### **Authorized Retention:**

*Retain for six (6) calendar years from court order to remove lifetime supervision or death of the individual.*

###### **Recommended Disposition:**

*Destroy Securely*

###### **NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

**Justification for New RDA 2019009:**

Currently there is not a series for these records. After a ten-year period of lifetime supervision, a petition may be made for its removal. The agency has indicated that it is not necessary to keep the files of a parolee that is no longer on lifetime supervision or deceased parolee longer than the six-year period.

**Discussion and Vote:**

The proposals in Attachment B were approved as presented. The Committee discussed adding more detail to the justification for item 1A for better clarification. The justification for item 1A was updated per the request of the chair to include, "This is consistent with the retention period of other Public Safety retention schedules related to offender records (reference RDA 2012026: Sexual Offender Registry Records)." Item 1A was still voted on as edits to the justification do not need the Committee's approval. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous.

**5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules****1. State Board of Parole Commissioners**

**A. Title:** Parole Board - Parole Hearings ~~Discharged Files (Board Working Files)~~

**RDA:** 2004176

**Description:**

~~This records series documents the issuance or denial of parole in accordance with NRS Chapter 213. The files may contain but are not limited to: certificate of Board of Parole Commissioners Action forms; Parole Board Hearing Checklist; Parole Success Likelihood Factors forms; Board of Parole Commissioners Orders; Panel Recommendations, hearing agendas, packets of supportive documentation, associated documentation, and related correspondence.~~ ***These records document consideration for parole in accordance with NRS Chapter 213. The files may contain but are not limited to: certificate of Board of Parole Commissioners Action forms; Parole Board Hearing Checklist; Parole Success Likelihood Factors forms; Board of Parole Commissioners Orders; Panel Recommendations, hearing agendas, packets of supportive documentation, associated documentation, and related correspondence.***

**Authorized Retention:**

~~Retain these records for a period of six (6) calendar years from the date of Board Action.~~ ***end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.***

**Recommended Disposition:**

Destroy securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

**Justification for Modification of RDA 2004176:**

Staff recommends removing "from the date of Board Action." and replacing it with "in which the sentence is invalidated, expired or the death of the individual." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**B. Title:** Parole Board – Parole Orders ~~Hearings~~

**RDA:** 2006122

**Description:**

~~This records series documents~~ ***These records document orders given from*** hearings held to determine parole in accordance with NRS Chapter 213. ~~The files may contain:~~ ***The records may include but are not limited to: Board of Parole Commissioners Orders, Factors Sheet, Parole and Probation report packets of supportive***

**documentation, associated documentation, and related correspondence.** ~~Hearing agendas, ratification of agendas, minutes, packets of supportive documentation for Board members, related correspondence and similar documentation~~

**Authorized Retention:**

Retain ~~these records~~ for a period of six (6) calendar years from the ***end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.*** ~~date of parole or prison discharge.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

**Justification for Modification of RDA 2006122:**

Per the State Archivist, the items of archival value have been added to the description of this series. The items that do not hold archival value will be filed under series number RDA 2006123 Parole Board - Violations Hearings. Staff recommends removing “date of parole or prison discharge.” and replacing it with “end of the calendar year in which the prisoner is paroled or discharged.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**The Board of Parole Commissioners is not classified as a "public body" (NRS 241.015) by the Attorney General's Office "Nevada Open Meeting Law Manual" and so the General Records Retention and Disposition Schedules do not cover these records. It is recommended that these files be transferred to the Archives after a period of six years -- which is the longest Statute of Limitation in NRS 11.190 (1).**

**C. Title:** Parole Board - Violations Hearings

**RDA:** 2006123

**Description:**

~~This records series documents~~ ***These records document hearings held to determine*** ~~hearings conducted on parole violations in accordance with NRS Chapter 213. *The records may include but are not limited to: hearing agendas, supporting materials for Board members, Certifications of Action, Warrants to Retake, Violation Reports, associated documentation, and related correspondence.* The files may contain: agenda, hearing minutes, supportive documentation, related correspondence and similar documentation.~~

**Authorized Retention:**

Retain ~~these records~~ for a period of six (6) calendar years from the ***end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.*** ~~date of parole or prison discharge~~

**Recommended Disposition:**

Permanent: Transfer to State Archives ***Destroy Securely***

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the State Board of Parole Commissioners.

**Justification for Modification of RDA 2006123:**

Per the State Archivist, the items of archival value have been added to the description of series RDA 2006122 Parole Board – Parole Orders. The items that do not hold archival value will be filed under this series number and the proposed retention change to 6 years. Staff recommends removing “date of parole or prison discharge.” and replacing it with “end of the calendar year in which all current sentences have expired, is invalidated or the death of the individual.” while

removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

The Board of Parole Commissioners is not classified as a "public body" (NRS 241.015) by the Attorney General's Office "Nevada Open Meeting Law Manual" and so the General Records Retention and Disposition Schedules do not cover these records. It is recommended that these files be transferred to the Archives after a period of six years -- which is the longest Statute of Limitation in NRS 11.190 (1).

## 2. Conservation and Natural Resources: Bureau of Safe Drinking Water

### A. Title: ~~AB 498 and CDBG Files~~ *Grant Proposal Review Files*

RDA: 2003081

#### Description:

~~*These records document the*~~ This records series is used to review ~~of~~ grant applications ~~to the~~ under the 1991 AB 498 (Statutes of Nevada Chapter 559 "Board for Financing Water Projects, ") and the authority of pursuant to NRS 349.961, as well as the review of grant applications from the Economic Development Commission, Community Development Block Grant Program (CDBG), ~~or any other granting agency whose~~ which involve water projects ~~which involve~~ *affects drinking water*. Staff review the grant applications for their impact of drinking water laws and regulations. The *records* files may include but are not limited to: ~~Copy of grant applications, Reports to the granting authority,~~ *associated documentation,* and ~~Related correspondence.~~

#### Authorized Retention:

Retain ~~records~~ for three (3) fiscal years from the end of the fiscal year *in which the final review was submitted to the grantor.* ~~to which they pertain~~

#### Recommended Disposition:

Destroy Securely

#### NSLAPR staff recommendation:

The retention period meets administrative and legal values.

#### Agency review:

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

#### Justification for Modification of RDA 2003081:

Staff recommends removing “to which they pertain.” and replacing it with “in which the review was submitted” while removing “records” in the retention statement to make a more defined and accurate trigger event. Staff recommends changes to the title and expanding the description to more comprehensively identify the record types that may be created/collected in the process of the review process.

### B. Title: Clearinghouse and Environmental *Engineering Proposal* Review Files

RDA: 2003082

#### Description:

~~*These records document the engineering proposal reviews*~~ This records series is used to review grant proposals sent from the Department of Administration, Budget and Planning Division, Clearinghouse and Planning Program, or environmental assessments from other sources. The Bureau receives these review requests and comment ~~as to the~~ of impact ~~on~~ of water systems. The files may consist of but are not limited to: Copies of grant applications; ~~The records may include but are not limited to: summary of the projects, Form response letters, Emails with and without comments, Comment letters files, and~~ *associated documentation,* and ~~Related correspondence.~~

#### Authorized Retention:

Retain ~~these records~~ for a period of ~~one (1) calendar~~ *three (3) fiscal* years from the end of the ~~calendar~~ *fiscal* year *in which the review was submitted.* ~~to which they pertain.~~

#### Recommended Disposition:

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003082:**

During a review with the agency the proposed increase in the retention period was discussed and is based on the fiscal audit requirements of LCB Audit (and other entities) as well as the Nevada Statute of Limitations for fraud or mistake found in NRS 11.190 (3)(d). Staff recommends removing “to which they pertain.” and replacing it with “in which the review was submitted” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**C. Title:** Environmental Laboratory Records

**RDA:** 2005063

**Description:**

~~This record series~~ ***These records*** documents the application and certification of environmental laboratories for analysis of drinking water, ~~and wastewater,~~ ***hazardous waste, and mining*** in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 and 141 and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). ~~The files may contain, but are not limited to:~~ ***The records may include but are not limited to:*** (a) applications, renewal applications, receipts, laboratory performance data (See NAC 445A.54268), statement of deficiencies, inspection reports, on-site assessments, corrective action plans, revocation/suspension documentation, ~~(hearing records and supportive documentation) and related correspondence;~~ (b) laboratory standard operating procedures, quality assurance plans, ~~and similar documents (See NAC 445A.54278);~~ (c) personnel information ~~(resumes, copies of diplomas & certifications, personnel lists, etc.);~~ copies of transcripts, ***associated documentation, and related correspondence.*** ~~and similar documents.~~

**Authorized Retention:**

~~Retain documents described in item (a) of the description for a period of ten (10)~~ ***Retain for twelve (12)*** calendar years from the date ***end of the calendar year in which the certification expired, was revoked, or suspended.*** ~~of the expiration, revocation or suspension of the certification. Retain documents described under item (b) until superseded with a newer version. Retain documents described under item (c) until the certification or renewal process has been completed.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2005063:**

The retention for this series was changed from ten years to twelve years per 40 CFR 142.14(d)(15) in the November 14, 2012 State Records Committee meeting. Due to an oversight it was not reflected in the schedule. The description of this series was changed to include documentation that further illustrate certification status and scope of laboratories referenced in the series. The series has three retentions listed, however the Bureau indicated that they keep the file in its entirety for the federal mandated retention period. Staff recommends removing the lettering in the retention and the description resulting in a more defined and accurate trigger event.

**D. Title:** Environmental Laboratory Records - Denied (Never Certified)

**RDA:** 2005064

**Description:**

***These records document*** ~~This record series documents~~ the applications that were denied (never certified) to environmental laboratories for the analysis of drinking water, ~~and wastewater, hazardous waste, and mining.~~ NRS 445A., NAC Chapter 445A, 40 CFR Parts 136 and 141, and the Safe Drinking Water Act (42 U.S.C. § 300g-9 and 300j-12). ***The records may include but are not limited to:*** ~~The files may contain, but are not limited to:~~ (a) applications, receipts, laboratory performance data (See NAC 445A.54268), inspection reports, on-site assessments, re-applications, (See NAC 445A.54284) ~~& associated documentation and related correspondence;~~ (b) personnel information, ~~(resumes, copies of diplomas & certifications, personnel lists, etc),~~ copies of transcripts, ***associated documentation, and related correspondence.*** ~~and similar documents.~~

**Authorized Retention:**

Retain documents described in item (a) of the description for a period of three (3) calendar years from the ***end of the calendar year*** ~~date of the last action in the record file~~ (See NAC 445A.54282). ~~Retain documents described under item (b) until the application process has been completed.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2005064:**

The series has two retentions listed; the Bureau indicated that they keep the file in its entirety for the full retention period. Staff recommends removing the lettering in the retention and the description resulting in a more defined and accurate trigger event.

**E. Title: *Environmental Protection Agency (EPA)* Quarterly and Annual Reports**

**RDA: 2003105**

**Description:**

***These records*** ~~This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere.~~ ***The records may include but are not limited to:*** ~~The files may consist of:~~ (a) ~~Quarterly~~ reports of (4) new violations, (2) new enforcement actions, ~~and (3) notification of~~ variances and exemptions,; (b) ~~Annual~~ ***work plan*** reports of (4) additions and corrections to the inventory of public water systems, ~~and (2) a summary~~ ***summaries*** of the variances and exemptions, ~~and; (c) Special reports, including (1) those related to the Surface Water Rule (40 CFR 142.15 (c)); (2) total coliforms, (3) Quarterly reports, on lead and copper, and many others, as well as; (d) printouts from the SDWIS database,~~ ***associated documentation, and*** related correspondence. ~~and similar documents.~~

**Authorized Retention:**

Retain for ***a period of five (5) forty (40)*** calendar years from the end of the calendar year ***in which the report was submitted.*** ~~to which they pertain.~~

**Recommended Disposition:**

***Destroy Securely*** ~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003105:**

The recommended disposition is a result of a review by the State Archivist who has determined that these are federal reports and do not hold historical value. With the change in disposition the Bureau determined the 40 years is based on the longest retention time in 40 CFR 142.14 and the reports are a summary of program activities associated with 40 CFR 142.14. Staff recommends removing “to which they pertain.” and replacing it with “in which the review was submitted” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

**F. Title:** Potable Water Haulers (Trucks)

**RDA:** 2003106

**Description:**

***These records*** ~~This records series is used to document the review and issuing process for permits to haul potable water in accordance with NAC 445A.67275 et seq. The files may contain, but are not limited to:~~ ***The records may include but are not limited to:*** Applications, with associated documentation; Copy of permits; Inspection reports; Orders for corrective action with related documents, ***associated documentation***, and; ~~R~~related correspondence.

**Authorized Retention:**

Retain ~~these records~~ for five (5) fiscal years from the end of the fiscal year ***in which the permit expired.*** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003106:**

Staff recommends removing “to which they pertain.” and replacing it with “in which the permit expired.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

**G. Title:** ***Engineering:*** Public Water System Files

**RDA:** 2003107

**Description:**

***These records*** ~~This records series is used to document the State's oversight functions of public water systems as the primacy agency for the Federal Safe Drinking Water Act (and other related acts), established by 42 U.S.C. § 300g-2 et seq. and 40 CFR Parts 141 and 142. The files may contain, but are not limited to:~~ ***The records may include but are not limited to:*** Applications for use of a potable water truck, engineering plan review documents with supportive records (see NRS 445A.885 and 445A.920); ~~P~~permit information; ~~O~~operation and maintenance plans; ~~E~~emergency response plans; ~~C~~cross-connection ~~C~~ontrol ~~P~~plans; ~~O~~ownership information; ~~S~~site location information; ~~D~~decisions and determinations regarding ~~S~~surface ~~W~~water ~~T~~treatment ~~R~~ules (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)), ***associated documentation***, and; ~~R~~related correspondence.

**Authorized Retention:**

Retain ~~records of inactivated public water systems~~ for forty (40) calendar years from the end of the calendar year in which ***the file becomes*** ~~they were~~ inactivated.

**Recommended Disposition:**



Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003107:**

The application for potable water trucks is retained in this series and is being moved from RDA: 2003106 the agency indicated they retain them for the 40-year retention in accordance with 40 CFR 142.14. Staff recommends removing “records of inactivated public water systems.” to make a more defined and accurate trigger event.

**H. Title:** Public Water System Files: Bacteriological Report File

**RDA:** 2003101

**Description:**

***These records*** ~~This records series~~ consist of bacteriological analysis reports on water quality for public water systems (See 40 CFR 142.14 (a)). ~~The records consist of~~ ***The records may include but are not limited to:*** laboratory reports of microbiological analysis for the which are absent of bacteria, ***associated documentation, and related correspondence.***

**Authorized Retention:**

Retain ~~these records~~ for five (5) calendar years from the end of the calendar year ***in which the report was submitted.*** ~~to which they pertain. Reference: 40 CFR 142.14 (a) and 40 CFR 141.33 (a).~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003101:**

Staff recommends removing “to which they pertain.” and replacing it with “in which the report was submitted.” while removing “these records” in the retention statement to make a more defined and accurate trigger event. Reports that have positive results for bacteria are under RDA 2013005.

**I. Title:** Public Water System Files: Chemical and Turbidity Reports

**RDA:** 2003102

**Description:**

***These*** ~~This records series~~ consists of chemical and turbidity analysis reports on water quality for public water systems (see 40 CFR 142.14 (a)). ~~The records may include but are not limited to:~~ ***chemical water quality analyses (see 40 CFR 142.14 (a)(4)(C)(1)), Turbidity reports, Decisions made in accordance with 40 CFR Part 141, associated documentation, and Related correspondence.***

**Authorized Retention:**

Retain ~~these records~~ for a period of twelve (12) calendar years from the end of the calendar year ***in which the report was filed.*** ~~to which they pertain.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003102:**

Staff recommends removing "to which they pertain." and replacing it with "in which the report was filed" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**J. Title:** Public Water System Files: Compliance Monitoring Records

**RDA:** 2013005

**Description:**

These records document the compliance monitoring of public water systems (see 40 CFR 142.14 (d)). The ~~files~~ **records** may include but are not limited to: sanitary surveys,; approvals,; enforcement actions,; vulnerability determinations,; ~~Source Water Assessment files,; monitoring records (waiver determinations),; annual certifications,;~~ **variances and exemptions (NRS 445A.935), associated documentation,** and related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ fifty (50) calendar years from the **end of the calendar year in which the record is received.** ~~receipt or creation of the information.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2013005:**

Staff recommends removing "receipt or creation of the information." and replacing it with "end of the calendar year in which the record is received." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

**K. Title:** Public Water System Files: Consumer Confidence Reports

**RDA:** 2003103

**Description:**

~~These records~~ **These records** series consists of copies of "Consumer Confidence Reports" from community water systems and certifications as required by 40 CFR 141.155 (c). **The records may include but are not limited to:** ~~The files contain, but are not limited to:~~ Consumer Confidence Reports,; ~~Original~~ original certifications (that the report has been distributed to their customers),; ~~Reports of violations,~~ **associated documentation,** and; ~~related~~ correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ five (5) calendar years from the end of the calendar year **in which the report was submitted to the Bureau.** ~~to which they pertain.~~

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003103:**

Staff recommends removing “to which they pertain.” and replacing it with “year in which the report was submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**L. Title:** Public Water System Files: Incomplete or Denied

**RDA:** 2013007

**Description:**

These records document applications and plans that were incomplete and/or denied (see NRS 445A.885 and 445A.920). The ~~records files~~ may include but are not limited to: ~~Applications, and plans, blueprints, etc.~~ (see NRS 445A.885 and 445A.920),; ownership information,; operator information,; operation and maintenance plans,; emergency response plans,; determination and appeal documentation,; *associated documentation*, and related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ three (3) calendar years from the end of the calendar year in which final action was taken.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2013007:**

Staff recommends removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**M. Title:** Public Water System Files: Variances and Exemptions

**RDA:** 2003112

**Description:**

~~This~~ *These* records series consists of copies of *recommendations to the State Environmental Commission* for the variances and exemptions granted to public water systems by the State Environmental Commission (see 40 CFR 142.14 (e)). ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* A copy of the *recommendations* for variances, or exemptions, with associated *documentation*, attachments, and; related correspondence (NRS 445A.935 and NAC 445A.487-491).

**Authorized Retention:**

Retain for a period of five (5) calendar years from the *end of the calendar year in which the* expiration of the variance or exemption *expired*.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003112:**

Staff recommends removing “expiration of the.” and replacing it with “end of the calendar year in which the...expired” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

**N. Title:** *Safe Drinking Water Act* (SDWA) Program Files

**RDA:** 2003115

**Description:**

~~This records series is used to~~ ***These records*** document the Safe Drinking Water Act (SDWA) state primacy responsibility and requirements as outlined in 42 U.S.C. § 300g-2, 40 CFR 142.10, 142.11 and 142.16. ~~The files may consist of, but are not limited to:~~ ***The records may include but are not limited to:*** Safe Drinking Water / EPA (Federal Environmental Protection Agency) agreement ~~with coversheet & attachments;~~ State application with related documentation (see 40 CFR 142.11 (a)); State SDWA policy and procedures, ~~(including enforcement procedures);~~ state plan for provision of water under emergency conditions (40 CFR 142.10 (a)(5)); State Plan for Sanitary Surveys (40 CFR 142.16 (b)(3)); EPA Determination ~~(that the state has met all requirements for the SDWA),~~ ***associated documentation,*** and; related correspondence.

**Authorized Retention:**

Retain for ~~a period of ten (10)~~ ***twelve (12)*** calendar years from the end of the calendar year in which they are superseded by an updated plan or agreement.

**Recommended Disposition:**

Permanent: Transfer to State Archives

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003115:**

A review by the Bureau determined that the retention period of twelve years is the current requirement for this series per 40 CFR 142.14(d). The retention is being modified to align this requirement. Staff recommends removing “a period of” in the retention statement to make a more defined and accurate trigger event.

**O. Title:** Water Operators Certification File: Incomplete and/or Withdrawn

**RDA:** 2013009

**Description:**

~~This records series is used to~~ ***These records*** document the applicants for operators of water systems that submitted incomplete applications or that withdrew their applications. ~~(See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to:~~ ***The records may include but are not limited to:*** Applications, ~~with associated documentation;~~ Examinations, test scores ~~and related records,~~ ***associated documentation,*** and; related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ three (3) calendar years from the *end of the calendar year in which* ~~date of the~~ last action in the file occurred.

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2013009:**

Staff recommends removing “date of” and replacing it with “end of the calendar year in which the” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

**P. Title:** Water Operators Certification Files: Denied and/or Disciplinary Actions

**RDA:** 2013010

**Description:**

~~This records series is used to~~ *These records* document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). ~~The files may contain,~~ *The records may include* but are not limited to: ~~Copies of the certification file documents, disciplinary action records, including copies of criminal history records, and court documents,~~ *associated documentation*, and related correspondence.

**Authorized Retention:**

Retain ~~these records for a period of~~ *sixty (60) years from the end of the calendar year in which the certification was revoked or denied.*

~~one hundred (100) years from the birth date or until the known death of the individual, whichever occurs first.~~

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative, archival, and legal values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2013010:**

These licenses are essential to safeguard the health and safety of the public. Career span for a water operator begins at 18 years of age and can span sixty years. The retentions in these series will allow for tracking and monitoring over the career lifetime of the licensee. Operators could have multiple types of certifications for treatment and/or wastewater which can be held concurrently. The extended retention is intended to prevent a revoked licensee returning to the Water Operator service. Staff recommends removing “one hundred (100)” and “the birth date or until the known death of the individual, whichever occurs first.” and replacing it with “sixty (60)... the end of the calendar year in which the certification was revoked or denied.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. This will enable the agency or board to monitor for repeat offenders and respond to requests from other states.

**Q. Title:** Engineering Log *Report*

**RDA:** 2003083

**Description:**

This records series ***contains reports to various entities of*** ~~is a computer software program used to reference information and monitor the receipt of maps and payment of fees associated with the review of subdivision plans. **The records may include but are not limited to: reports to counties, municipalities, or private entities of current status, associated documentation, and related correspondence.**~~ Data includes the name of the project, site address, code number (alpha numeric code assigned to the plans when they are received using a county code, a sequential number and fiscal year designation such as DO-0361-03), engineering company, project type, project code, receipt data for fees collected, date received, date assigned to Bureau, date of response to the plan review, status of review (approved, disapproved/denied, awaiting response), a note field and fields for resubmit.

**Authorized Retention:**

~~Update the database as needed~~ ***Retain for forty (40) calendar years from the end of the calendar in which the report was created.***

**Recommended Disposition:**

Destroy Securely

**NSLAPR staff recommendation:**

The retention period meets administrative values.

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2003083:**

Staff recommends removing “Update the database as needed.” and replacing it with “Retain for forty (40) calendar years from the end of the calendar in which report was created.” in the retention statement to make a more defined and accurate trigger event. The retention corresponds to the retention for the water system in 2003107 “Public Water System Files” for its historical value of the system while the records are in the custody of the agency the State Archives has reviewed and they do not have archival value.

**Discussion and Vote:**

After the agenda was posted and before the meeting took place, Conservation and Natural Resources: Bureau of Safe Drinking Water requested for item 2E to be tabled. The proposals in Attachment C were approved as presented. The motion was made by Harry Ward and the second was by Alisanne Maffei. The vote was unanimous. The vote originally missed item 1C, however the vote was corrected with the unanimous approval.

**6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules**

**1. Conservation and Natural Resources: Bureau of Safe Drinking Water**

**A. Title: ~~Private Well Lab Reports~~**

**RDA: 2003140**

**Description:**

~~This records series contains copies of reports from laboratories on water samples of private wells. The Bureau has no jurisdiction over private wells but retains these records as a public service.~~

**Authorized Retention:**

~~Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Destroy~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Deletion of RDA 2003110:**

Staff recommends removing this series the reports are not under the Bureau's jurisdiction therefore not a state record subject to retention. Staff has advised the agency of the liability of keeping the records.

**B. Title:** ~~Public Water System Files: Superseded Records~~

**RDA:** 2013038

**Description:**

~~These records are documents that have been superseded and are no longer needed (See RDA 2003-107). The files may contain, but are not limited to: Applications and approved plans, engineering designs, etc. (see NRS 445A.885 and 445A.920); permit information; operation and maintenance plans; emergency response plans; cross-connection control plans; ownership information; site location information; decisions and determinations (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)); and Related correspondence.~~

**Authorized Retention:**

~~Retain superseded documents for twelve (12) calendar years from the end of the calendar year to which they pertain.~~

**Recommended Disposition:**

~~Permanent: Transfer to State Archives~~

**NSLAPR staff recommendation:**

Delete this RDA

**Agency review:**

The appraisal is supported by the Records Officer for the Department of Conservation and Natural Resources, Bureau of Safe Drinking Water.

**Justification for Modification of RDA 2013038:**

Staff recommends this series be deleted, it contains proposed engineering projects that had an increase in scope and had to be resubmitted to the agency as a new engineering project. Per State Archivist only the final project plans are to be archived in RDA 2003107 Engineering: Public Water System Files.

**Discussion and Vote:**

The proposals in Attachment D were approved as presented. The motion was made by Harry Ward and the second was by Jerry Lindsay. The vote was unanimous.

**7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule****Discussion and Vote:**

As there were no action items, there was no discussion or vote.

**8: Discuss future agenda items****Discussion:**

The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Health and Human Services - Public and Behavioral Health - Environmental Services, Health and Human Services - Public and Behavioral Health - Clinical Services.

**9: Public Comment**

There was no public comment made and no comments were submitted by email.

**10: Determine time of next meeting**

The next meeting will be held June 10, 2020 at 1:15 pm in the Nevada State Library and Archives Board Room, unless COVID-19 requirements require the Committee to meet through teleconference.

**11: Adjourn**

The meeting was adjourned at 1:59 pm by the Chair, Kim Perondi.